

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
PROJECT PLANNING, CONSTRUCTION AND MANAGEMENT DIVISION
CONSTRUCTION SERVICES BRANCH
INMATE/WARD LABOR PROGRAM

Duty Statement

CLASSIFICATION: Construction Supervisor II, Correctional Facility

WORKING TITLE: Safety Officer

DEFINITION:

This position is within the California Department of Corrections and Rehabilitation (CDCR), Inmate/Ward Labor (I/WL) Program and, under the general supervision of a Construction Supervisor III, Correctional Facility, has responsibility for the coordination, supervision, management, direction, inspection, documentation and completion of multiple construction building projects at one or more assigned CDCR Facilities (Adult, Juvenile Justice and/or Conservation Camps), which may require travel more than 50% of the time. These multiple projects include major and minor capital outlay building construction, special repair and deferred maintenance construction. The Construction Supervisor II, CF also has responsibility of direct supervision of inmate crews. This position coordinates resources between institutions, staff and projects, and addresses the more difficult problems associated with construction management and operations. Based on approved plans and specifications and in accordance with the California Code of Regulations, Construction Building Standards, general construction industry standards and sound judgment, project responsibilities include:

DUTIES:

- 45% Perform construction project management activities including: material quantity take-offs, initiation/development of all material procurement requests and submit contract request documents for timely on-site deliveries. Coordinate the availability and timely delivery of all appropriate construction equipment (program and rental equipment) as needed, make decisions regarding the appropriate construction trades personnel needed for a project, contact the construction trade unions and initiate the hiring of trade personnel to include payroll and pay rates in accordance with the Department of Industrial Relations Director's General Prevailing Wage Determinations. Coordinate, interview and hire adult/youthful offenders as needed. Coordinate and supervise sub-contractor and/or union craft trades completed work for timeliness, quantity, quality, codes and plan/specification compliance. Check quantity and quality of work and assist State staff, construction trade workers, and adult/youthful offenders in all aspects of completing a construction project. Direct Supervision of inmate crews at the Institution/Facility. Evaluate and take disciplinary action for subordinate State staff, trades personnel and adult/youthful offenders. Ensure all project activities are in compliance with Construction Safety Orders and Division of Occupational Safety and Health (aka Cal/OSHA).

- 30% Establish and maintain project records including: Document construction project inspections for contract completed and I/WL program completed work; Coordinate the taking of tests/sampling as required. In addition, perform and record construction daily inspections. Schedule required inspections for American's with Disabilities Act (ADA), Inspector of Records (IOR), Deputy State Fire Marshal (DSFM) and required material testing. Complete daily project specific activity logs, diaries, job hazard analysis' (JHA's) and management reports as required. Update and maintain project specific as-built construction plans, specifications and approved contractor/vendor submittal documentation.

Make field decisions regarding project specific design and material omissions; consult with design professionals regarding design intent and changes; develop Request for Information (RFI's) and Change Orders (CO's) with estimates/schedules as required. Incorporate RFI's, Design/Construction Bulletins and CO's into project files and the construction documents.

- 10% Develop project estimates, project schedules, formulate an assessment of constructability, develop a project approach and coordinate with CDCR facility staff and operations. These activities may be based on work descriptions, narratives, construction plans, specifications and consultant documentation. Review plans and specifications for completeness and identifies constructability issues.

- 10% Maintain records, tracking, and reporting of project activities against schedules. Establish, maintain, report, and manage project expenditures (Salaries and Wages, Guarding costs, material costs, rental costs, and contract costs). Generate various project balance reports using BIS, SAP GUI for reconciliation purposes. Review and approve all contracts and rentals project invoices. Ensure material Stock Receive Report documentation is appropriately completed and filed. Coordinate stakeholder punch walks for project completion in accordance with design documents, program requirements, Fire Life Safety codes, and security.

- 5% Enforcement of all provisions of the Title 15/Director's Rules, Departmental Operations Manual, and Equal Employment Opportunity Commission laws to ensure compliance with staff, contractors, adult/youthful offender interactions; search and inspect as needed for contraband, weapons, and illegal substances. Establish and maintain daily tool control procedures in accordance with Institution requirements. Implement and conduct program training for staff and adult/youthful offenders. Responsible for implementing orientation programs for familiarizing new employees with correctional policies and procedures that are unique to performing construction in the CDCR.

DESIRABLE EXPERIENCE:

- Performing field safety inspections
- Providing Occupational Safety & Health related training to staff.
- Inspecting industrial machine and equipment operations, environmental conditions, work practices and processes, protective devices, and equipment/safety procedures, for compliance with the California Code of Regulations (CCR) Title 8 Safety Laws and Health and Safety Codes.
- Conducting accident investigations, including difficult and serious cases, determine their cause and the means of preventing their recurrence.
- Responding to safety concerns, complaints and accidents.
- Interpreting State's Safety Orders applicable to provisions of the California Labor Code, California Code of Regulations (CCR) Title 8 Safety Laws, and policies of CAL/OSHA in identifying safety hazards. Including unsafe working conditions and practices in construction, electrical, and industrial disciplines making recommendations on appropriate corrective actions.
- Participating in Management Safety Committees.
- Setting up and managing an Injury Illness and Prevention Program for a construction or industrial base operation.
- Holding OSHA, CAL/OSHA and other safety related certifications.
- Promoting best safety practices by example, training, inspections and enforcement of safety rules and regulations
- The ability to operate independently and take the initiative to resolve issues.
- Familiarity with the common types of injuries, experienced in construction settings and common countermeasures used to reduce or eliminate such injuries

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to travel; leadership; tact; patience; understanding of the problems of adult or youthful offenders in custody; and demonstrate interest in training programs for adult or youthful offenders.

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

EMPLOYEE'S NAME
(Print)

EMPLOYEE'S SIGNATURE

DATE

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

SUPERVISOR'S NAME
(Print)

SUPERVISOR'S SIGNATURE

DATE

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements